



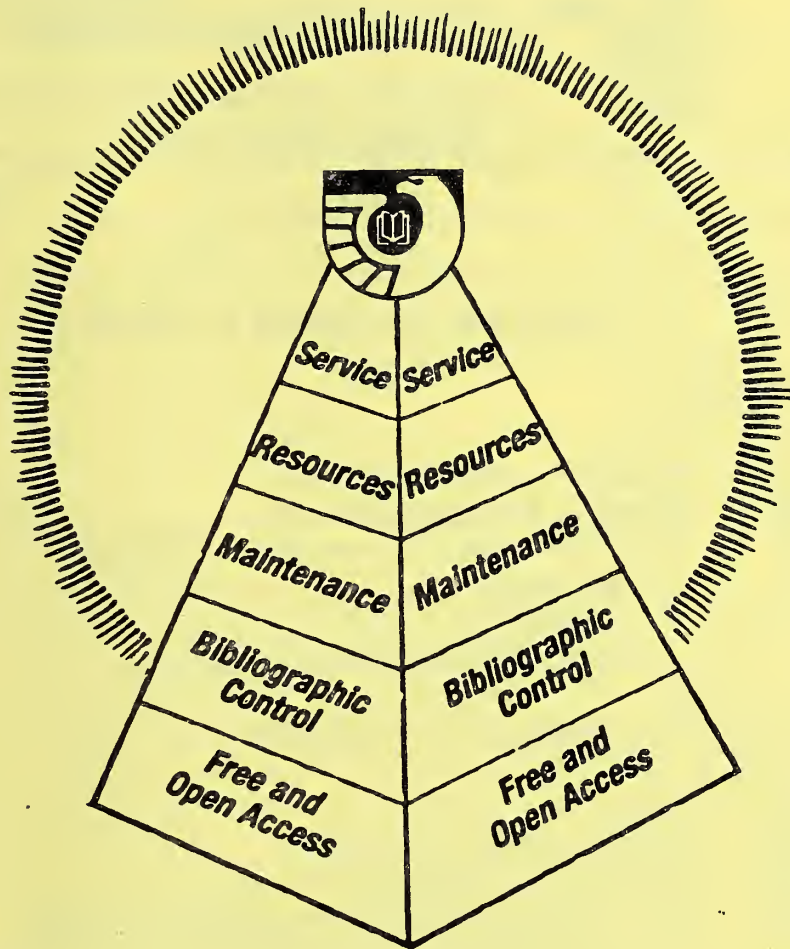
# ADMINISTRATIVE NOTES

Newsletter of the Federal Depository Library Program

Vol. 13, no. 2

GP 3.16/3-2:13/2

January 15, 1992



*"If a nation expects to be ignorant and free, in a state of civilization, it expects what never was and never will be. The functionaries of every government have propensities to command at will the liberty and property of their constituents. There is no safe deposit for these but with the people themselves; nor can they be safe with them without information." - Thomas Jefferson*

The Federal Depository Library Program exists to provide a "safe deposit" for U.S. Government information for the free use of the public in libraries throughout the United States. The pyramid illustrates the building blocks of a successful depository library operation, starting with free and open access to all and culminating in service, its crowning glory. This is the first in a series of illustrations provided by GPO's Typography and Design department to illustrate the basic elements in Federal Depository Library responsibilities.

*[The following announcement was submitted by Bette Siegel on behalf of the Government Publications Librarians of New England.]*

**The Government Publications Librarians of New England  
A NELINET Task Group**

**1992 Annual Spring Conference**

**University of Massachusetts  
Amherst, Massachusetts**

**March 13, 1992**

**From the U.S. Senate to CD-ROMs**

**Tentative Program:**

09:00 - 09:30 Registration, coffee and danish  
09:30 - 09:45 Welcome, announcements, etc.  
09:45 - 10:45 Your U.S. Senator or a member of his staff:

Questions

Answers

Role of the Depository Librarian

**Note: All 12 N.E. Senators have been invited.**

10:45 - 11:00 Break  
11:00 - 12:00 Continuation of 9:45 session  
12:00 - 01:30 Lunch, announcements, etc.  
01:30 - 03:30 CD's: Another Hat for Documents Librarians  
Jan Wanggaard, Reference/Government Documents Librarian  
Drew University Library  
Madison, New Jersey

3:30 - Visit to the UMASS Government Docs Library

**For further information, please contact:**

Bette L. Siegel, Documents Librarian  
State Library of Massachusetts  
442 State House  
Boston, MA 02133  
(617) 727-6279





# Two Additional Library Inspector Positions Open

## Merit Promotion Vacancy Announcement

U.S. GOVERNMENT PRINTING OFFICE



Announcement No.:

92-15

Position: Librarian (Inspector)		Issue Date: 1/13/92	Closing Date: 2/14/92
Series/Grade: PG-1410-12	Salary: \$37,294 - \$48,489 pa	Number of Vacancies: Two (2)	Promotion Potential: None
Geographic Location: Washington, D.C.	Tour of Duty: 8:00 a.m. - 4:00 p.m.	Duration of Appointment: <input checked="" type="radio"/> Permanent <input type="radio"/> Temporary	
Organization: Library Programs Service, Library Division	Civil Service Status Required: See Note <input type="radio"/> Yes <input checked="" type="radio"/> No		
Area of Consideration: All Sources Nationwide	OPM Notice of Results Required: See Note <input type="radio"/> Yes <input checked="" type="radio"/> No		

### SUMMARY OF DUTIES/RESPONSIBILITIES:

Incumbent serves as a professional librarian using extensive knowledge of acceptable library practices, plans and conducts full scope library inspections. Analyzes Federal Government information needs of the congressional district population and compares these needs to the public service strategy of the depository. Identifies certain depository practices where significant cost savings to the Government can be realized. Analyzes evidence to discover inconsistencies and patterns and to isolate illegal or wasteful practices. Identifies violations of Title 44 and the Instructions to Depository Libraries. Conducts evaluative ratings dealing with the full scope of depository practice. Argues and defends, both orally and in writing, complex, legal and professional standards for depository libraries. Prepares comprehensive reports which accurately reflect current conditions in the depository operation. Represents the Superintendent of Documents and acts as a liaison between GPO and the Federal Depository Libraries. Prepares arguments for placing delinquent depositories on probationary status, or for removing them from status, or for removing them from the program. Plans and conducts workshops at GPO and throughout the country. This position requires extensive travel.

**QUALIFICATIONS:** Applicants must possess all the qualifications for the PG-09 (A. A master's degree or 2 full academic years of graduate study in library science; or B. Professional or advanced experience or graduate study: (1) One year of experience in librarianship. (2) One year of experience which provided the applicant with the knowledge and abilities required by this position.) plus A, B, or C below:

A. One year of experience in librarianship; or 1 year of experience as described above.

B. a doctoral degree or 3 years of graduate education in library science.

C. Completion of graduate study in a subject matter related to this position (doctoral degree or 3 full academic years of graduate education).

Applicants who qualify based on a combination of education and experience must pass a subject matter test in Library Science. Note: All nonstatus candidates who meet minimum requirements will be referred to the Office of Personnel Management for certification. Selectees must be able to operate an automobile. The Government Printing Office will not pay relocation cost.

**RANKING FACTORS:** Applicants who meet the above qualification requirements will be rated on the basis of relevant experience, education, training, supervisory appraisal, job-related awards, and the factors listed below. Applicants should be specific in documenting these areas in their application materials. Applicants must meet time-in-grade and qualification requirements by the closing date of the announcement.

1. Knowledge of theories, principles, and techniques of librarianship.
2. Knowledge of United States Code Title 44, Section 1900-1915 and the Instructions to Depository Libraries.
3. Knowledge of current depository library practices.
4. Knowledge of library administration.
5. Ability to successfully argue and defend legal and professional standards for depository libraries.
6. Knowledge of public documents and related tools and indexes.
7. Ability to accurately analyze and report on complex depository procedures.
8. Knowledge of automated library applications and systems.

**TO APPLY:** Each applicant must submit:

**NOTE:** Submit GPO Form 2586 "Report of Merit Promotion Action" if you want a report on the status of your application.

☒ Copy of your latest annual performance rating.

- ☒ Standard Form 171, "Application for Federal Employment"
- ☐ Special Application Form (Available from GPO Employment Branch)
- ☒ Copy of SF-50, showing proof of status or reinstatement eligibility.

**APPLICATIONS AND REQUESTED FORMS MUST BE RECEIVED NO LATER THAN THE CLOSING DATE OF THIS ANNOUNCEMENT.** Please describe duties and responsibilities in your own words; do not submit copies of position descriptions. Non-GPO applicants who are selected for appointment must successfully pass a drug test.

**SUBMIT APPLICATION TO:**

LAVERNE BLACKWELL

U.S. Government Printing Office  
Employment Branch, Rm. C106, Stop PSE  
North Capitol and H Streets NW.  
Washington, DC 20541

For additional information, call:

(202) 512-1118 Valerie Tripp

GPO Form 2884 (R 2-90) P. 57543-7

**THE GOVERNMENT PRINTING OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER**

## Electronic Corner and Readers Exchange Combined

Beginning with this issue, the two reader-input features of Administrative Notes, Readers Exchange and Electronic Corner, will be combined when the submitted articles address electronic information issues. Submissions on other topics will be presented as "plain" Readers Exchange pieces.

The Readers Exchange column was initiated by suggestions from depository librarians who wanted a forum for sharing views and news on all aspects of depository librarianship. This is **your** column! Let all of us know about your innovative, creative, and successful projects and processes by sending a brief article to the editor at the address shown on the last page of this issue. (Any size floppy disks with text in ASCII or WordPerfect are infinitely preferred over all other media!)



## Readers Exchange

# ELECTRONIC CORNER

Thomas Yeh, of the Central Washington University Library, Documents Department, has sent in a guide to the library's CD-ROMs developed for staff and patrons. Since receiving its first CD-ROMs, library has faced the dual problems of advertising their availability and teaching staff and patrons how to use them quickly. These problems have been solved at CWU by compiling the discography, annotated with brief, tested starting procedures.

If your library has developed something similar (or different!) please send it to the editor so that it can be shared with the other 1399 depository libraries!

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### Central Washington University Library

## CD-ROM Discography

CD-ROM stands for compact disc-read only memory. It is a 4 by 3/4 inch hard disc which can store a lot of information. A personal computer is required to retrieve data on the disc. The Reference Department has 4 personal computers and the Documents Department has 2 personal computers. For assistance, please inquire at the appropriate reference desk.

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<b>Title</b>	<b>Call Number</b>	<b>Location</b>
InfoTrac Expanded Academic Index		Reference Department 1st floor (2 indexes) Documents Dept. 3rd floor (1 index)

Provides most recent four years bibliographic references to over 900 scholarly and general interest journals, as well as six month's coverage of the New York Times. CWU library subscribes to over 600 of those indexed journals. Please check Serials List for call numbers and holdings.

**Quick start:** Press any key to begin your search.

<b>Title</b>	<b>Call Number</b>	<b>Location</b>
ERIC		Reference Department 1st floor

Provides a bibliographic reference to significant and timely education-related reports. The coverage is from 1966 to the present. The full text ERIC microfiche reports (with ED numbers) are available in the Documents Department. (Microfiche no. 9).

**Quick start:** Press F8 key to begin your search.

<b>Title</b>	<b>Call Number</b>	<b>Location</b>
ABI/INFORM		Reference Department 1st floor

Provides most recent five years bibliographic references to over 800 business journals. CWU library subscribes to about a fourth of those indexed journals. Please check Serials List for call numbers and holdings.

**Quick start:** Press any key to begin your search.

<b>Title</b>	<b>Call Number</b>	<b>Location</b>
MARCIVE GPO CAT/PAC		Documents Department 3rd floor

Provides bibliographic access to over 250,000 GPO catalog records from July, 1976, to the present. The CWU library selects about 80% of those indexed documents.

**Quick start:** Press the enter key to begin your search.

<b>Title</b>	<b>Call Number</b>	<b>Location</b>
Index to United Nations Publications		Documents Department 3rd floor

Contains bibliographic references to the most recent year publications of the United Nations. Full text UN publication microfiches are available in the Documents Department. (Microfiche no. 144).

**Quick start:** C:\> UN90 <Enter>

<b>Title</b>	<b>Call Number</b>	<b>Location</b>
NTDB	C 1.88	Documents Department 3rd floor

Provides access to the National Trade Data Bank (NTDB) and the Foreign Traders Index (FTI).

**Quick start:** C:\> D: <Enter>  
D:\> NTDB <Enter>

<b>Title</b>	<b>Call Number</b>	<b>Location</b>
County & City Data Book 1988	C 3.134/3 C88/2/988 CD	Documents Department 3rd floor

Provides a variety of statistics on states, counties, cities, and places in the United States.

**Quick start:** C:\> cd ECCDB <Enter>  
C:\ECCDB>ECCDB <Enter>

<b>Title</b>	<b>Call Number</b>	<b>Location</b>
County Business Patterns 1986 & 1987	C 3.204/4 986-87/cd	Documents Department 3rd floor

Provides data covering most of the economic divisions of the economy: i.e., agricultural services, mining, construction, manufacturing, transportation, public utilities, wholesale trade, retail trade, finance, insurance, real estate, and services.

**Quick start:** A:\> CBP <Enter>



Title	Call Number	Location
1987 Economic Censuses	C 3.277	Documents Department 3rd floor
	Ec7/987/cd	

Provides data from the Censuses of Retail Trade, Wholesale Trade, and Service Industries for 1987, 1982, and 1977, for counties or states that you select.

**Quick start:** C:\>CD PROFILE <Enter>  
 C:\PROFILE>PROFILE1 <Enter>  
 Enter drive letter >D <Enter>  
 Is this a CD-ROM drive? (y,n) y <Enter>  
 Please enter the drive for temporary work files. <Enter>

Title	Call Number	Location
U.S. Exports of Merchandise	C 3.278	Documents department 3rd floor
	EX7/date/cd	

Provides U.S. monthly exports data of domestic and foreign merchandise (including non-monetary gold and silver).

**Quick start:** A:\>EXPORTS <Enter>

Title	Call Number	Location
U.S. Imports of Merchandise	C 3.278	Documents Department 3rd floor
	Im7/date/cd	

Provides monthly U.S. import statistics, including both government and nongovernment shipments of merchandise into the U.S. Customs Territory from foreign countries.

**Quick start:** A:\>IMPORTS <Enter>

Title	Call Number	Location
Toxic Chemical Release Inventory	EP 5.22	Documents Department 3rd floor
	T65/cd	

Provides complete 1987 Toxic Release Inventory and Hazardous Substance and Ecological Fact Sheets.

**Quick start:** C:\> D: <Enter>  
 D:\>CD\SX <Enter>  
 D:\SX> SXL <Enter>



Title	Call Number	Location
1987 National Health Interview Survey	HE 20.6209/4-3 10/1/cd	Documents Department 3rd floor

Provides over 300,000 records. The five NHIS core files (Household, Person, Condition, Doctor Visit, Hospital) and four supplemental files (Adoption, Cancer Control, Cancer Epidemiology, Polio) are represented.

Quick start: C:\> CD NHIS 1987 <Enter>  
C:\> NHIS 1987> SETS <Enter>

Title	Call Number	Location
Congressional Record Proceedings and Debates of the 99th Congress	X99/1 Doc.	Documents Department 3rd floor

The CD-ROM edition of the Congressional Record for the 99th Congress provides the following information: Proceedings and Debates of the Senate, Proceedings and Debates of the House of Representatives, Extension of Remarks, Daily Digest, History of Bills and Resolutions, Index to the Proceedings and Lobby List.

Quick start: C:\>D:\PROGRAMS\QACCESS <Enter>

Submitted by:  
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Ellensburg, WA 98926



## Table of Contents

Federal Depository Library Responsibilities: Graphic #1 .....	1
Government Publications Librarians of New England: 1992 Annual Spring Conference .....	2
Two Additional Library Inspector Positions Open .....	3
Electronic Corner and Readers Exchange Combined .....	4
Readers Exchange: CD-ROM Discography .....	5

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